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Date: June 25, 2003

To: Workforce Development Boards (WDBs)
W-2 Agencies

From: Dianne Reynolds, DWS
Eduardo Saenz, DWS

Subject: **Workforce Attachment and Advancement (WAA)
Progress Report Due July 31, 2003**

DWD requires agencies to submit quarterly progress reports to describe WAA group services and services to employers, neither of which is tracked in CARES. **The second quarter progress report, for the three-month period of April 1 through June 30, 2003, is due July 31, 2003.**

NOTE: The cumulative data on employer and group services submitted this quarter will be for the current contract period, July 2002 through December 2003. The calendar below provides information on future due dates for the quarterly progress reports. Each quarter, agencies must wait to complete the report until they have received the DWD cover letter and report format. As with the last report, instructions for completing the report are attached to this letter.

CY	Quarter	Due Date
2003	1 st (01/01/03-03/31/03)	04/30/03
2003	2 nd (04/01/03-06/30/03)	07/31/03
2003	3 rd (07/01/03-09/30/03)	10/31/03
2003	4 th (10/01/03-12/31/03)	01/31/04

If you need technical assistance, please contact the Track 1 Area Administrator (AA)/Assistant Area Administrator (AAA) or the Track 2 Local Program Liaison (LPL).

Please e-mail a soft copy of your report **by July 31** to your LPL or AA/AAA. The progress report format can also be found on the WAA website at: www.dwd.state.wi.us/waa.

Cc: DWS Area Administrators
DWS Local Program Liaisons

Attachment

Clarifications for Completing the WAA Quarterly Report

- Agencies with multiple subcontractors should summarize information received from all subcontractors and then submit one report to the DWD representative.
- Agencies must submit reports electronically, whenever possible.
- Many agencies submitted additional descriptions of services and success stories. This type of information is not required, but it is helpful to assess services and greatly appreciated. If you do not provide written descriptions please remember to also reflect the service in the numeric table.

We have modified the tables on employer and group services to capture information for the reporting period as well as cumulative information from the beginning of the contract period. Refer to the example.

- In order to list more services in the tables add lines using the table function in Word.
- Each employer service provided must be reported on a separate line, followed by the number of employers who received that service in the reporting period. The total unduplicated counts in the table may not be the sum of the separate lines for each service. An employer service is any service provided to an employer, such as management training on diversity, training for WAA-eligible employees, or employee mentors (see Section 8 of the WAA Program Guide for further information on employer services).
- Describe the total unduplicated number of employers who received any employer service in the reporting period. If an employer received multiple services, count that employer as 1 and enter it on the line, "Total unduplicated number of employers served in this quarter."
- If an employer is **ONLY** sent a mailing with information about WAA and that is the only service an employer received, report the activity as a "zero (0)" on the appropriate line.
- On the line, "Total unduplicated number of employers served contract to date," report the number of employers served by WAA since the beginning of the contract period. For example, an agency served 5 employers from July to September, then continued to serve 2 of those employers from October to December, as well as 2 additional employers in that time period. The total served in the second quarter was 4, and the total served to date is 7 (5 from 1st quarter plus 2 from 2nd quarter).
- The group services table is completed the same way, except that we count the number of individuals who received a group service, instead of the number of employers who received a service. A group service offered at an employer's worksite may be counted in both categories. For example, if 10 people received training at Company X, this would count as 1 employer and 10 group service participants.
- If you have not served groups or employers, put a "zero (0)" on the appropriate line.

EXAMPLE:

1. Employer Services	Unduplicated # of employers receiving employer services for 10/1/01 - 12/31/01
<i>(Use one line for each employer service)</i>	<i>(List the number of employers using that service)</i>
<i>Employee mentor training</i>	2
<i>Management training on diversity</i>	2
<i>Employee computer training</i>	
TOTAL unduplicated # of employers served in this quarter: 2	
TOTAL unduplicated # of employers served contract to date: 7	